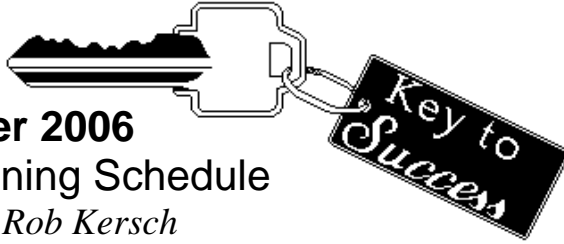


# Training is one...



## October 2006 Computer Training Schedule Instructor: Rob Kersch

Subject	Day(s)	Date(s)	Times	Location	Training Hours
Excel 2003	Tu/W	10/10-11/2006	8:00 AM – 4:00 PM	MSP Computer Lab	14
Excel 2003 Intermediate	Tu/W	10/17-18/2006	8:00 AM – 4:00 PM	MSP Computer Lab	14
Outlook 2003	Th	10/19/2006	8:00 AM – 12:00 PM	MSP Computer Lab	4
ACIS Inquiry	Th	10/19/2006	1:00 PM – 4:00 PM	MSP Computer Lab	3
PowerPoint 2003	M/Tu	10/23-24/2006	8:00 AM – 4:00 PM	MSP Computer Lab	14
Internet Research	F	10/27/2006	8:00 AM – 4:00 PM	MSP Computer Lab	7

### Notes

1. The **Excel Intermediate class** will cover topics such as Formulas, Inserting and Editing Comments, Conditional Formatting, Sorting Data, and Building and Modifying Charts. *This class assumes that the user already knows basic Excel skills. You must have either taken the Excel 2000 or 2003 class or demonstrate sufficient knowledge to the instructor to enroll in this class.*
2. Windows knowledge is prerequisite to every course (with the exception of Basic Computer and Windows).
3. **If you have computer training needs, please contact Rob Kersch to arrange training.**

**\*\*Most computer classes are accredited through Excelsior College. Contact the Instructor or Lisa Hunter for details.\*\***

**To register contact: Rob Kersch, 846-1320 extension 2207 or e-mail [rkersch@mt.gov](mailto:rkersch@mt.gov)**

**IF ADEQUATE NUMBERS ARE NOT REGISTERED, THE CLASS WILL BE CANCELLED.**

The DOC Training Unit makes reasonable accommodations for any known disability that may interfere with a person's ability to participate in training. Persons needing an accommodation must notify the Training Unit no later than 2 weeks before the date of training to allow adequate time to make needed arrangements. To make your request known, you can call 444-7917 or e-mail [lihunter@mt.gov](mailto:lihunter@mt.gov).